KeyTrain®

Individual User Manual

Copyright © 2011 ACT, Inc. All rights reserved. KeyTrain and WorkKeys are registered trademarks of ACT, Inc. Career Ready 101 and the National Career Readiness Certificate are trademarks of ACT, Inc. 7.1.11

TABLE OF CONTENTS

SECTION	TITLE	PAGE
1	Introduction to KeyTrain	1
2	Quick Start Guide	2
3	Getting Started	3
	Check Your Computer, Browser & Internet Connection	3
	Computer Specifications	3
	Internet Browser	3
	Bandwidth and Internet Connection	4
4	Logging in to KeyTrain	5
5	Taking KeyTrain Lessons	7
	KeyTrain Flash Lessons	7
	Begin a Lesson	8
	Topic Lesson Features	9
	FlashPaper Controls	12
	How to Exit a KeyTrain Lesson	13
6	Student Menu Features	14
	Self Enrollment	14
	Changing Your Password	15
	Checking Your Records	16
	Searching the Job Profiles Database	18
	How to Get Support	19
7	Logging Out of KeyTrain	20

© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

KeyTrain®
Individual User Manual

1. Introduction to KeyTrain

KeyTrain is a comprehensive learning system for mastering the skills measured by the ACT WorkKeys® job skill assessment system. As part of ACT's *WorkReady System*, KeyTrain allows you to assess potential WorkKeys scores, learn and apply concepts to improve your WorkKeys skills, and practice problems similar to those on an actual WorkKeys assessment.

This Internet-based training system was designed specifically for the WorkKeys system. The curriculum for each KeyTrain course is based on the WorkKeys *Targets for Instruction*. This guarantees that all of the important skills measured in the WorkKeys assessments are covered in this curriculum. Each KeyTrain course corresponds to one of the WorkKeys skill areas.

Courses include a review of the WorkKeys system and specific skill area as well as the benefits to be gained by the learner. Each course has a pre-test, a shortened assessment similar to the actual WorkKeys assessment that helps to place you at the appropriate level in the KeyTrain course.

Courses include lessons tailored for each WorkKeys skill level. For example, the KeyTrain Applied Mathematics course has separate lessons for skill levels 1 through 7. The skill characteristics and goals of each level are explained. Each course lesson incorporates several topics keyed to the skills needed to perform job tasks at that level of skill. Users review concepts essential to that level of the WorkKeys skill and apply what they learn by answering questions and solving problems. Topics may be organized into an Overview, Learning, Practice and Quiz section to ensure a rigorous learning process. Short topic quizzes give you feedback on how well you understood the information in the topic.

Every course lesson includes a final quiz drawing from all topics covered for the skill level. Final quiz questions are similar to those for that same level in a WorkKeys assessment. Questions are randomly assigned from a database so that if you retake the quiz, some questions will be different. Learners who pass the quiz can print a certificate to document their completion of that KeyTrain course level. When you successfully complete a course level, you move to the next higher level in the course until you achieve your goals.

> Note: Scores on KeyTrain pre-tests and final quizzes are not the same as WorkKeys scores. WorkKeys tests are timed while KeyTrain tests are not timed. KeyTrain tests measure a person's grasp of a lesson's concepts and their use in solving problems.

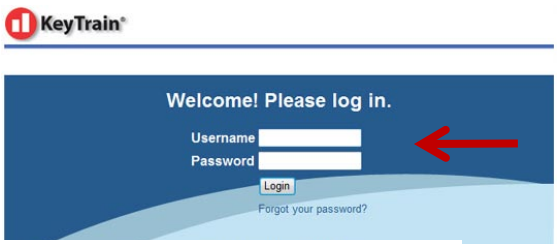
© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

2. Quick Start Guide

If you are using a computer that has been setup to access KeyTrain over the Internet, follow these steps to begin using KeyTrain.

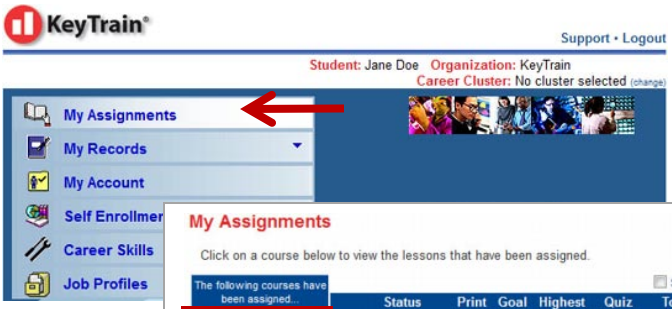
1. Open Internet Explorer or another web browser and go to http://login.keytrain.com.

2. Enter your username and password in the Login screen and click *Login*.

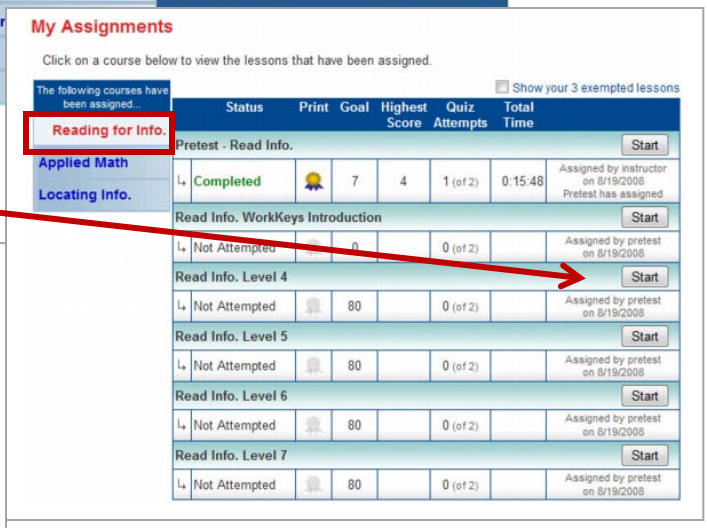


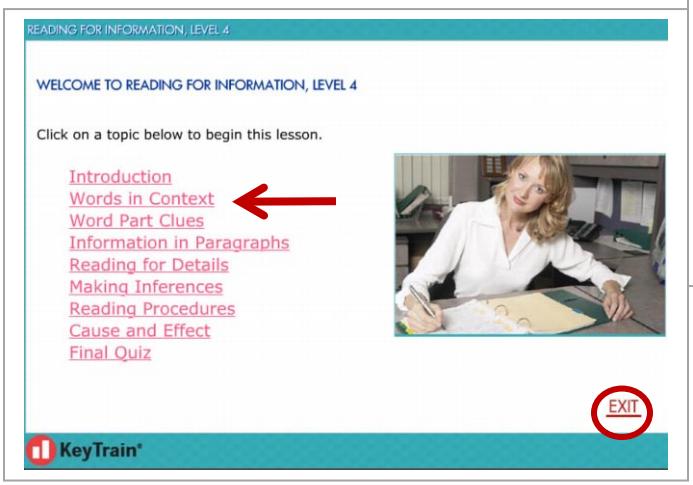
3. You are now in the KeyTrain Student Menu shown to the right.

To go to your KeyTrain lessons, click *My Assignments*.



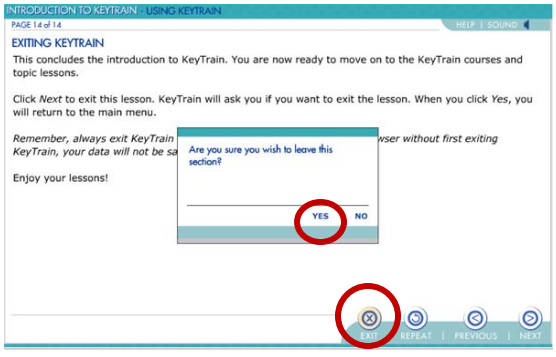
4. Select the course you wish to take and click on the **Start** button.


My Assignments
Click on a course below to view the lessons that have been assigned.
The following courses have been assigned...
Reading for Info.
Applied Math
Locating Info.
Show your 3 exempted lessons
Status Print Goal Highest Score Quiz Attempts Total Time
Pretest - Read Info. Start
Completed 7 4 1 (of 2) 0:15:48 Assigned by instructor on 8/19/2008 Pretest has assigned
Read Info. WorkKeys Introduction Start
Not Attempted 0 0 (of 2) Assigned by pretest on 8/19/2008
Read Info. Level 4 Start
Not Attempted 80 0 (of 2) Assigned by pretest on 8/19/2008
Read Info. Level 5 Start
Not Attempted 80 0 (of 2) Assigned by pretest on 8/19/2008
Read Info. Level 6 Start
Not Attempted 80 0 (of 2) Assigned by pretest on 8/19/2008
Read Info. Level 7 Start
Not Attempted 80 0 (of 2) Assigned by pretest on 8/19/2008



6. The *Topic Menu* for the lesson will appear. In this example, the Topic Menu for Reading for Information Level 4 was selected. Click on a topic title to begin a lesson.

7. To leave a topic, click on the **Exit** button at the bottom of the screen as shown to the right. KeyTrain will ask if you want to exit the topic. To quit the topic, click **Yes**. You will return to the Topic Menu shown above. To close the lesson menu, click on **EXIT** and then click *Yes*. KeyTrain will return you to the *My Assignments* menu.


INTRODUCTION TO KEYTRAIN : USING KEYTRAIN
PAGE 14 of 14
HELP | SOUND
EXITING KEYTRAIN
This concludes the introduction to KeyTrain. You are now ready to move on to the KeyTrain courses and topic lessons.
Click Next to exit this lesson. KeyTrain will ask you if you want to exit the lesson. When you click Yes, you will return to the main menu.
Remember, always exit KeyTrain
KeyTrain, your data will not be sa
wser without first exiting
Enjoy your lessons!
Are you sure you wish to leave this section?
YES
NO
EXIT
REPEAT
PREVIOUS
NEXT

© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

3. Getting Started

To get started with KeyTrain, you will need to do the following:

1. Check your computer setup, Internet Browser, and Internet connection.

2. Login into the student account given to you by your instructor or counselor.

3. Install the Adobe Flash web player if system initialization detects that you do not have the required version. Adobe's Flash Player 8 or higher is required.

Check the Computer, Browser and Internet Connection

To access KeyTrain on the Internet, your computer must run Windows XP, NT 4.0, 2000, Vista, Windows 7 or better, or Macintosh OS X. For more details on the computer specifications, read the program requirements in the next section.

If you are an employee that will be accessing KeyTrain from a computer at your company, contact your local Information Technology staff to determine if your Internet connection will support KeyTrain. Generally a site should use a T-1, cable modem or DSL connection or better for any multi-computer sites. Dial-up modems or ISDN lines are generally only acceptable for individual users at home, but a high-speed connection is recommended.

To check your connection to the Internet, go to **www.KeyTrain.com** or another favorite website outside of your school or organization. The website should appear quickly and without hesitation after the initial connection is made.

> Note: ACT is not responsible for the speed of your Internet connection or of the Internet in general. KeyTrain requires a significant amount of bandwidth, and problems with your connection or with the Internet may cause a slower response or other problems for the user. We monitor the status of our servers to ensure that a high-quality service is available.

Computer Specifications

- Windows XP, NT 4.0, 2000, Vista, Windows 7 or Macintosh OS X
- Screen resolution of 800 x 600 or higher
- 512MB or more RAM minimum (more if required by your computer's operating system)
- Sound capability for Writing, Listening, Workplace Observation and Teamwork; recommended for Applied Mathematics, Reading for Information, Locating Information and Applied Technology. Headphones recommended instead of speakers in a lab environment.
- Adobe Acrobat Reader® 5.0 or higher to view reports and other online documents.

Internet Browser

KeyTrain requires:

- Internet Explorer version 7 or higher, Mozilla Firefox, Google Chrome, or Opera
- Safari 2.0 for Macintosh systems.

© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

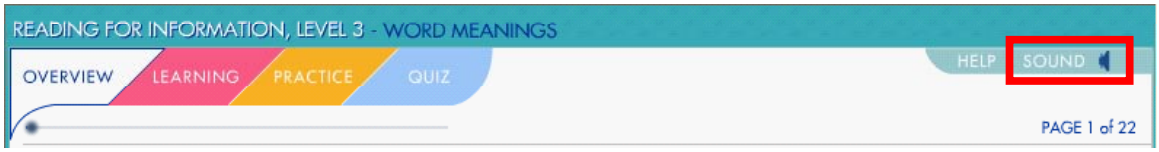
If you do not have one of these browser versions, upgrade your Internet browser before running KeyTrain over the Internet.

Bandwidth Requirement and Internet Connection

For optimum performance, you should run KeyTrain Key using high speed Internet access such as cable or DSL. KeyTrain requires a significant amount of bandwidth, especially if you use the audio soundtrack.

You can save bandwidth and make the program run faster if you turn off the soundtrack after entering each lesson.

To turn the sound off or on for, click on the small speaker icon or SOUND in the top right hand corner of the lesson page as shown below.



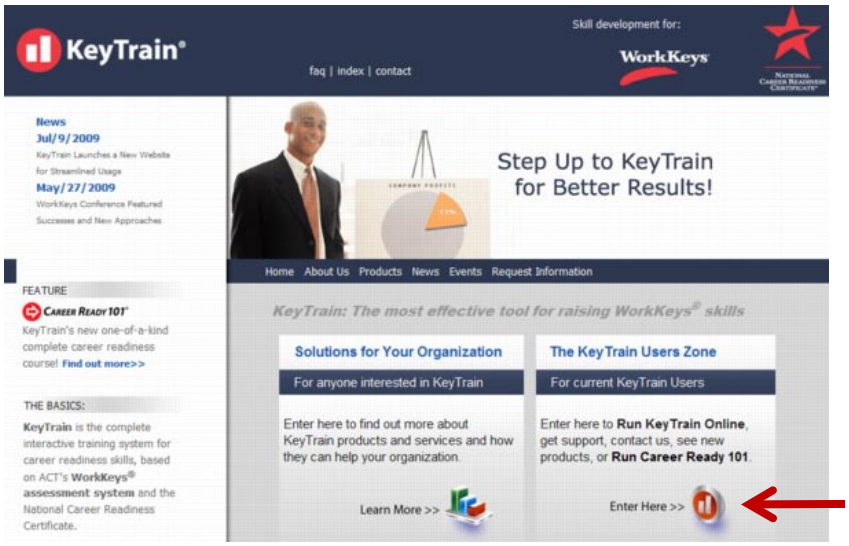
Note: The Listening, Workplace Observation, Teamwork, Writing and Reading for Information Level 1 lessons require the soundtrack to be ON to function correctly.

© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

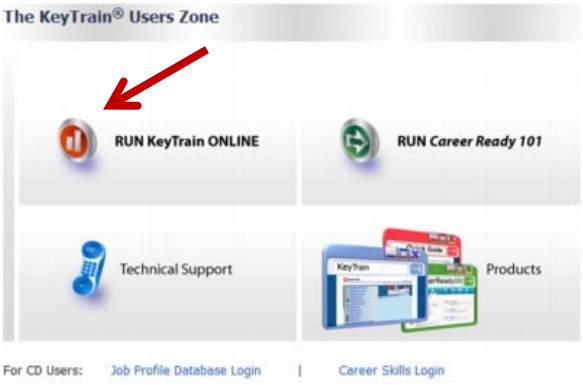
4. Logging In to KeyTrain

Open Internet Explorer or another web browser and go to http://login.keytrain.com. Type your username and password and click on the **Login** button.

Alternately, you can go to www.keytrain.com and the KeyTrain home page will appear. Click on the Enter Here button shown below.

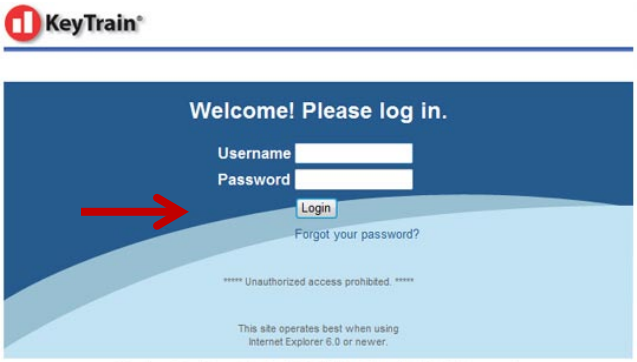

KeyTrain
faq | index | contact
Skill development for:
WorkKeys
News
Jul/9/2009
May/27/2009
Step Up to KeyTrain for Better Results!
Home About Us Products News Events Request Information
KeyTrain: The most effective tool for raising WorkKeys® skills
Solutions for Your Organization
For anyone interested in KeyTrain
Enter here to find out more about KeyTrain products and services and how they can help your organization.
Learn More >>
The KeyTrain Users Zone
For current KeyTrain Users
Enter here to Run KeyTrain Online, get support, contact us, see new products, or Run Career Ready 101.
Enter Here >>
FEATURE
Career Ready 101
KeyTrain's new one-of-a-kind complete career readiness course! Find out more>>
THE BASICS:
KeyTrain is the complete interactive training system for career readiness skills, based on ACT's WorkKeys® assessment system and the National Career Readiness Certificate.

This will take you to the KeyTrain Users Zone. To enter KeyTrain, click on the *Run KeyTrain Online* button.

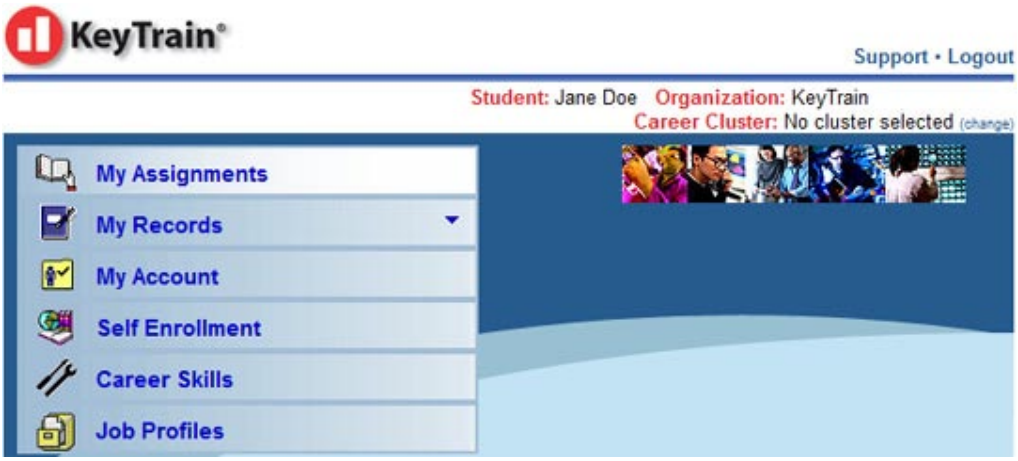


The log in screen will appear.

Enter your username and password exactly as supplied to you by your instructor or program administrator, then click **Login**. (The Username and Password are not case-sensitive.) The Student Menu on the next page will appear.


KeyTrain
Welcome! Please log in.
Username
Password
Login
Forgot your password?
***** Unauthorized access prohibited. *****
This site operates best when using Internet Explorer 6.0 or newer.
This site and its entire contents Copyright © 2008 by Thinking Media. All rights reserved.

© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.



From the **Student Menu**, you can:

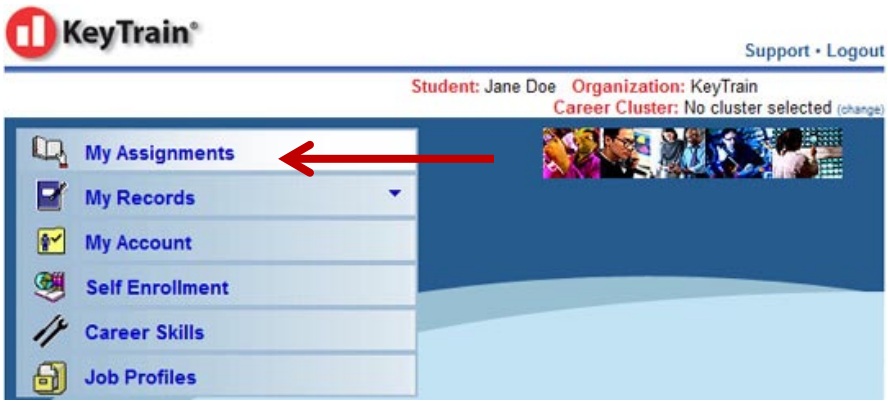
- Take assigned KeyTrain courses and lessons (*My Assignments*)
- View your KeyTrain scores and progress (*My Records*)
- Change your account information or password, if allowed (*My Account*)
- Enroll yourself in other KeyTrain courses, if allowed (*Self Enrollment*)
- Take Career Skills lessons if included in your site license (*Career Skills*)
- Search the Job Profiles database for careers that match your skills (*Job Profiles*).

These Student Menu features are discussed in Sections 6 of this manual.

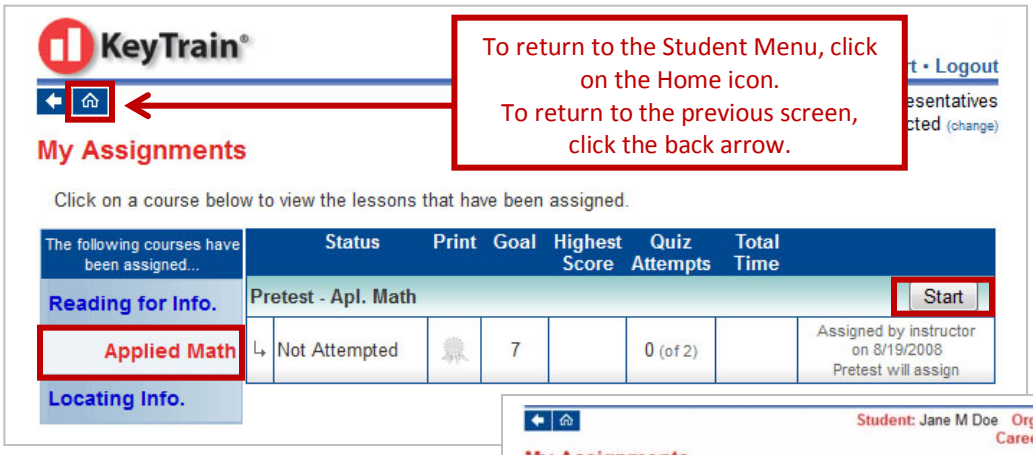
© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

5. Taking KeyTrain Lessons

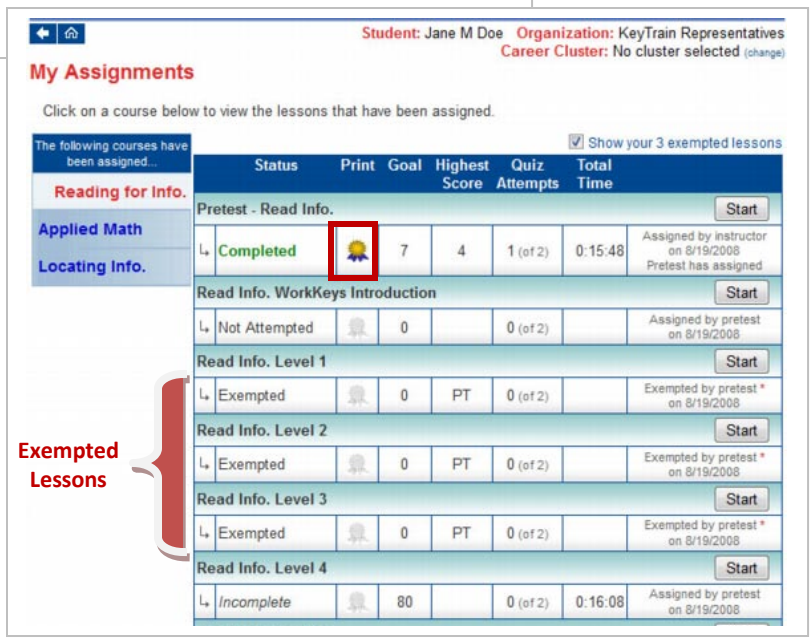
To take KeyTrain lessons, log in to KeyTrain and click on *My Assignments*.



The *My Assignments* screen similar to the one below will be displayed. Click on the course you want to take and then click the **Start** button to launch the lesson.


KeyTrain
To return to the Student Menu, click on the Home icon.
To return to the previous screen, click the back arrow.
My Assignments
Click on a course below to view the lessons that have been assigned.
The following courses have been assigned...
Reading for Info.
Applied Math
Locating Info.
Status Print Goal Highest Score Quiz Attempts Total Time
Pretest - Apl. Math
Start
Not Attempted 7 0 (of 2)
Assigned by instructor on 8/19/2008
Pretest will assign

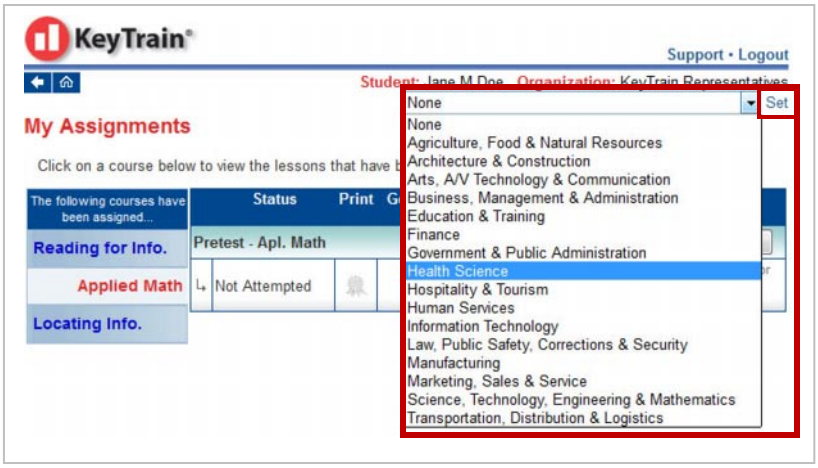
Let's look at some of the features of the *My Assignments* menu. In addition to selecting a course and lessons that you wish to take, the menu also shows the status of each lesson. Notice that the student has **completed** the Reading for Information pretest and scored Level 4. The student can print a certificate showing her pretest score by clicking on the *Certificate icon* in the **Print** column. This student has also been **exempted** from the Reading Level 1, 2, and 3 lessons since she scored Level 4 on the pretest. She has the option to


Student: Jane M Doe Organization: KeyTrain Representatives
Career Cluster: No cluster selected (change)
My Assignments
Click on a course below to view the lessons that have been assigned.
Show your 3 exempted lessons
The following courses have been assigned...
Reading for Info.
Applied Math
Locating Info.
Status Print Goal Highest Score Quiz Attempts Total Time
Pretest - Read Info. Start
Completed 7 4 1 (of 2) 0:15:48
Assigned by instructor on 8/19/2008
Pretest has assigned
Read Info. WorkKeys Introduction Start
Not Attempted 0 0 (of 2)
Assigned by pretest on 8/19/2008
Read Info. Level 1 Start
Exempted 0 PT 0 (of 2)
Exempted by pretest * on 8/19/2008
Read Info. Level 2 Start
Exempted 0 PT 0 (of 2)
Exempted by pretest * on 8/19/2008
Read Info. Level 3 Start
Exempted 0 PT 0 (of 2)
Exempted by pretest * on 8/19/2008
Read Info. Level 4 Start
Incomplete 80 0 (of 2) 0:16:08
Assigned by pretest on 8/19/2008
Exempted Lessons

© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

take the lower level lessons or to begin with the Reading Level 4 lesson.

If your school or organization has purchased a license for KeyTrain **career cluster** lessons and features, you can customize your Applied Mathematics, Reading for Information and Locating Information pretests for a career cluster you are interested in. When you take one of these pretests, the questions will be related to typical problems or tasks in that cluster. For example, if you selected the Health Science cluster, your Applied Mathematics pretest questions would be related to health occupations.

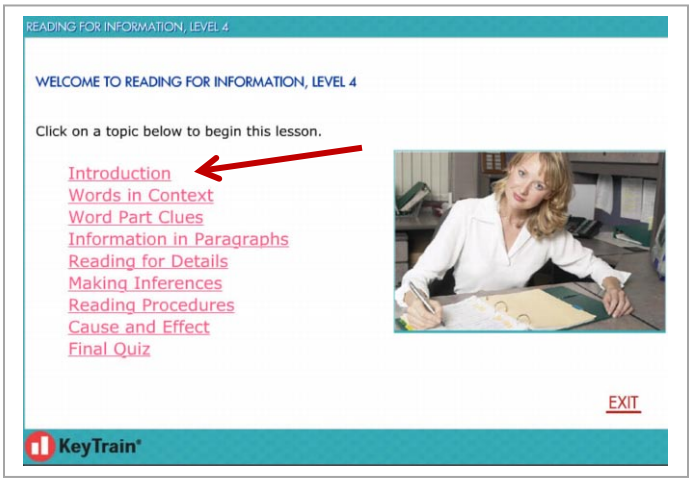


To choose a career cluster, click on *(change)* next to *Career Cluster* at the top of the *My Assignments* screen. Click the down arrow and select a cluster from the list, then click *Set*. To change the cluster, click on *(change)* and choose a different cluster from the list.

Begin a Lesson

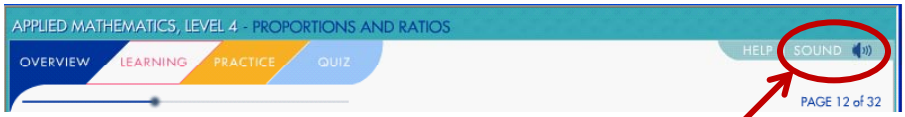
To take a lesson, click on the Start button for that lesson in far right hand column.

A lesson topics menu screen like the one shown here will appear. Click on the topic title you want to begin with.



When you click on a topic title, that topic lesson is launched.

Every KeyTrain lesson has a soundtrack that reads the instructions on the page. Use headphones to listen to the soundtrack if you are in a room with other people around you. If you do not want to hear the soundtrack, click on *Sound* to turn the soundtrack off. If the sound is off, simply click on *Sound* again to turn the sound on.



Sound ON

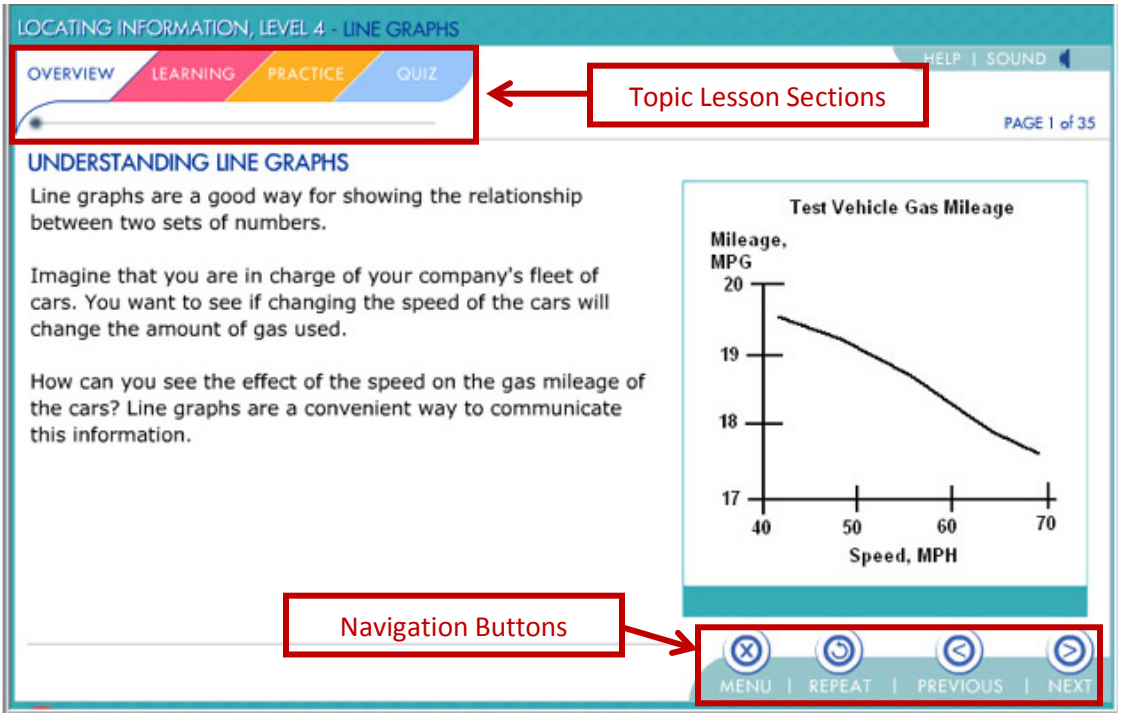
Sound OFF

Note: the soundtrack does not read the questions or answer options in the pre and post tests.

© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

Topic Lesson Features

An example for Applied Mathematics is shown below. Let's take a look at the navigation buttons and other features of the topic lesson screen.


LOCATING INFORMATION, LEVEL 4 - LINE GRAPHS
OVERVIEW
LEARNING
PRACTICE
QUIZ
Topic Lesson Sections
HELP | SOUND
PAGE 1 of 35
UNDERSTANDING LINE GRAPHS
Line graphs are a good way for showing the relationship between two sets of numbers.
Imagine that you are in charge of your company's fleet of cars. You want to see if changing the speed of the cars will change the amount of gas used.
How can you see the effect of the speed on the gas mileage of the cars? Line graphs are a convenient way to communicate this information.
Test Vehicle Gas Mileage
Mileage, MPG
20
19
18
17
40
50
60
70
Speed, MPH
Navigation Buttons
MENU | REPEAT | PREVIOUS | NEXT

Notice that each topic is divided into **four sections**:

- *Overview* - a short description of the topic and what you will learn
- *Learning* - the instructional section of the topic lesson
- *Practice* - apply what you have learned to real work situations or problems
- *Quiz* - a short, five-question quiz to assess how well you understood the concepts covered in the topic.

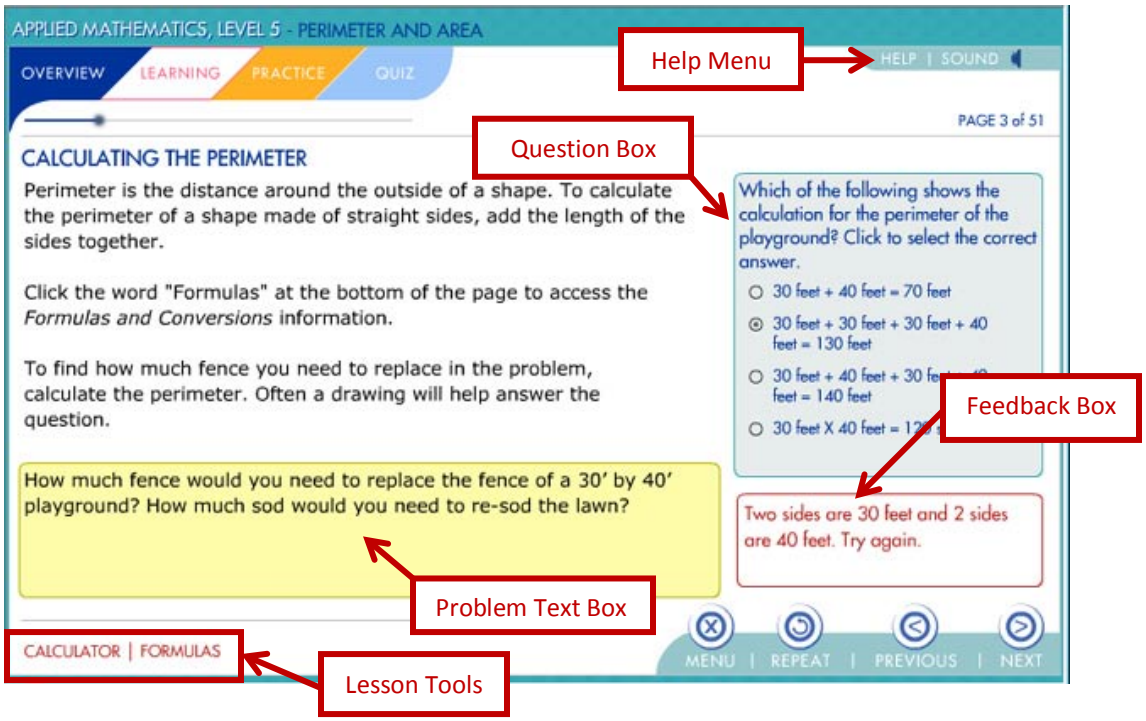
Each topic page has **four navigation buttons**:

- *Menu* – clicking the *Menu* button returns you to the Lesson Menu page that lists all of the topics for that lesson. If you need to exit the topic lesson, click on the *Menu* button, then click *Exit* at the bottom of the Lesson Menu page. If you exit correctly, KeyTrain will automatically bookmark the page that you ended on and return you to that page when you log on again.
- *Repeat* – the repeat button refreshes the current screen and replays the soundtrack for the page (if the sound is ON)
- *Previous* – click this button to go back to the previous page
- *Next* – click this button to move to the next page in the lesson.

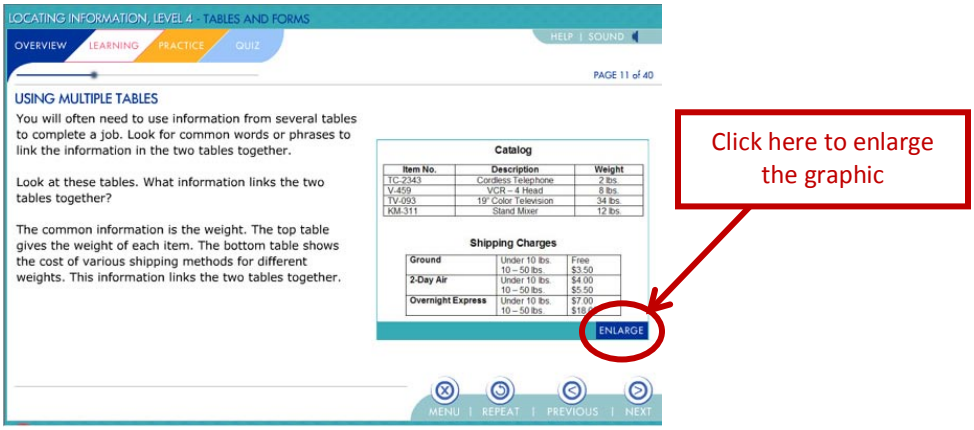
Topic lesson pages may include other features like the ones shown below. In addition to the topic section and navigation buttons, this page includes several other items:

© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

- *Problem Text Box* – displays a practical workplace problem, document or situation that is related to the lesson.
- *Question Box* – displays a question about the problem for you to answer.
- *Feedback* – KeyTrain gives instructive feedback based on your answer to the question.
- *Hint* – click on *Hint* to see a clue to solving the problem.
- *Calculator* – click on *Calculator* to use the calculator program to solve problems.
- *Solution Steps* – if you are not sure how to solve the problem, click Solution Steps to display the problem-solving steps.
- *Help* – click on Help to open the Help topics menu.

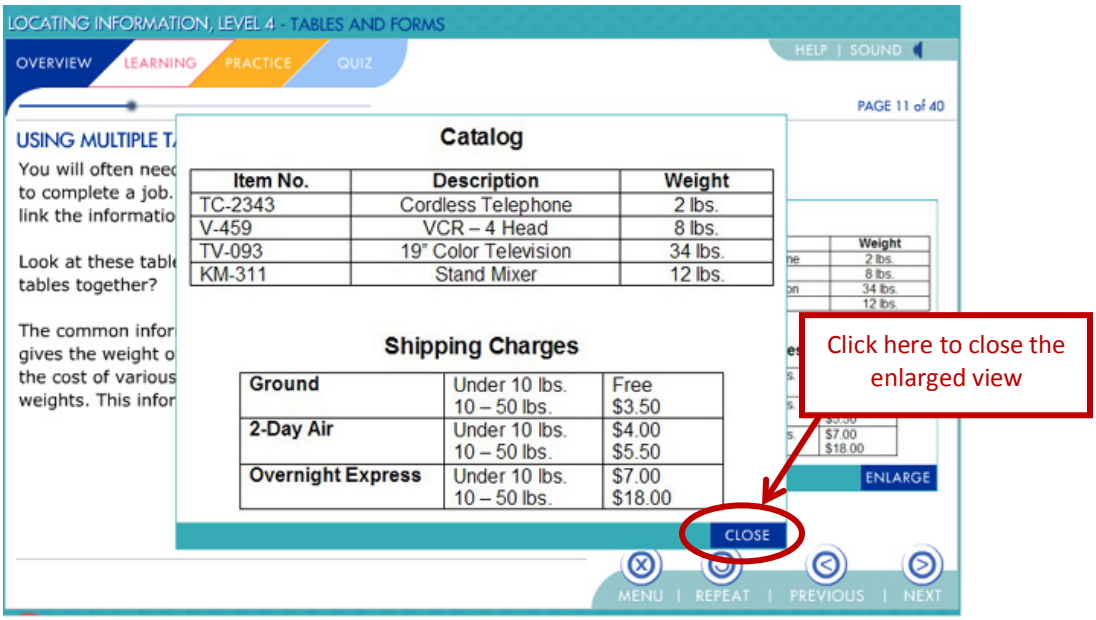

APPLIED MATHEMATICS, LEVEL 5 - PERIMETER AND AREA
OVERVIEW
LEARNING
PRACTICE
QUIZ
Help Menu
HELP | SOUND
PAGE 3 of 51
CALCULATING THE PERIMETER
Question Box
Perimeter is the distance around the outside of a shape. To calculate the perimeter of a shape made of straight sides, add the length of the sides together.
Click the word "Formulas" at the bottom of the page to access the Formulas and Conversions information.
To find how much fence you need to replace in the problem, calculate the perimeter. Often a drawing will help answer the question.
Which of the following shows the calculation for the perimeter of the playground? Click to select the correct answer.
30 feet + 40 feet = 70 feet
30 feet + 30 feet + 30 feet + 40 feet = 130 feet
30 feet + 40 feet + 30
feet = 140 feet
30 feet X 40 feet =
Feedback Box
How much fence would you need to replace the fence of a 30' by 40' playground? How much sod would you need to re-sod the lawn?
Two sides are 30 feet and 2 sides are 40 feet. Try again.
Problem Text Box
CALCULATOR | FORMULAS
Lesson Tools
MENU | REPEAT | PREVIOUS | NEXT

Some lessons may include graphics or other documents that may need to be enlarged or are too long to display on the page. Look at this example:


LOCATING INFORMATION, LEVEL 4 - TABLES AND FORMS
OVERVIEW
LEARNING
PRACTICE
QUIZ
HELP | SOUND
PAGE 11 of 40
USING MULTIPLE TABLES
You will often need to use information from several tables to complete a job. Look for common words or phrases to link the information in the two tables together.
Look at these tables. What information links the two tables together?
The common information is the weight. The top table gives the weight of each item. The bottom table shows the cost of various shipping methods for different weights. This information links the two tables together.
Catalog
Item No. | Description | Weight
TC-2343 | Cordless Telephone | 2 lbs.
V-459 | VCR – 4 Head | 8 lbs.
TV-093 | 19" Color Television | 34 lbs.
KM-311 | Stand Mixer | 12 lbs.
Shipping Charges
Ground | Under 10 lbs. | Free
10 – 50 lbs. | $3.50
2-Day Air | Under 10 lbs. | $4.00
10 – 50 lbs. | $5.50
Overnight Express | Under 10 lbs. | $7.00
ENLARGE
Click here to enlarge the graphic
MENU | REPEAT | PREVIOUS | NEXT

© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

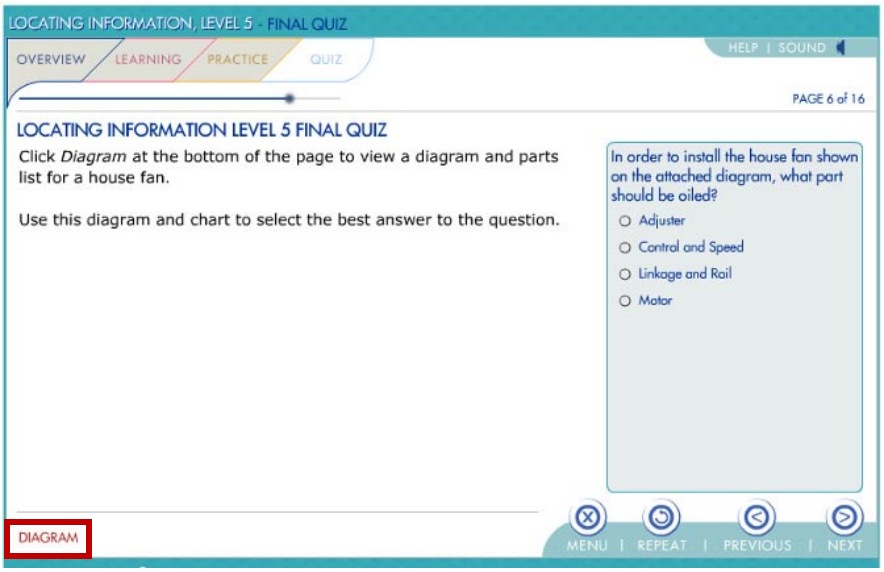
The tables may be difficult to read. To make it easier to read, click on the *Enlarge* button on the graphic. A larger version of the graphic will be displayed:


LOCATING INFORMATION, LEVEL 4 - TABLES AND FORMS
OVERVIEW
LEARNING
PRACTICE
QUIZ
HELP | SOUND
PAGE 11 of 40
Catalog
Item No. | Description | Weight
TC-2343 | Cordless Telephone | 2 lbs.
V-459 | VCR – 4 Head | 8 lbs.
TV-093 | 19" Color Television | 34 lbs.
KM-311 | Stand Mixer | 12 lbs.
Shipping Charges
Ground | Under 10 lbs. | Free
10 – 50 lbs. | $3.50
2-Day Air | Under 10 lbs. | $4.00
10 – 50 lbs. | $5.50
Overnight Express | Under 10 lbs. | $7.00
10 – 50 lbs. | $18.00
ENLARGE
CLOSE
MENU | REPEAT | PREVIOUS | NEXT
Click here to close the enlarged view

When you are finished viewing the graphic, click the *Close* button.

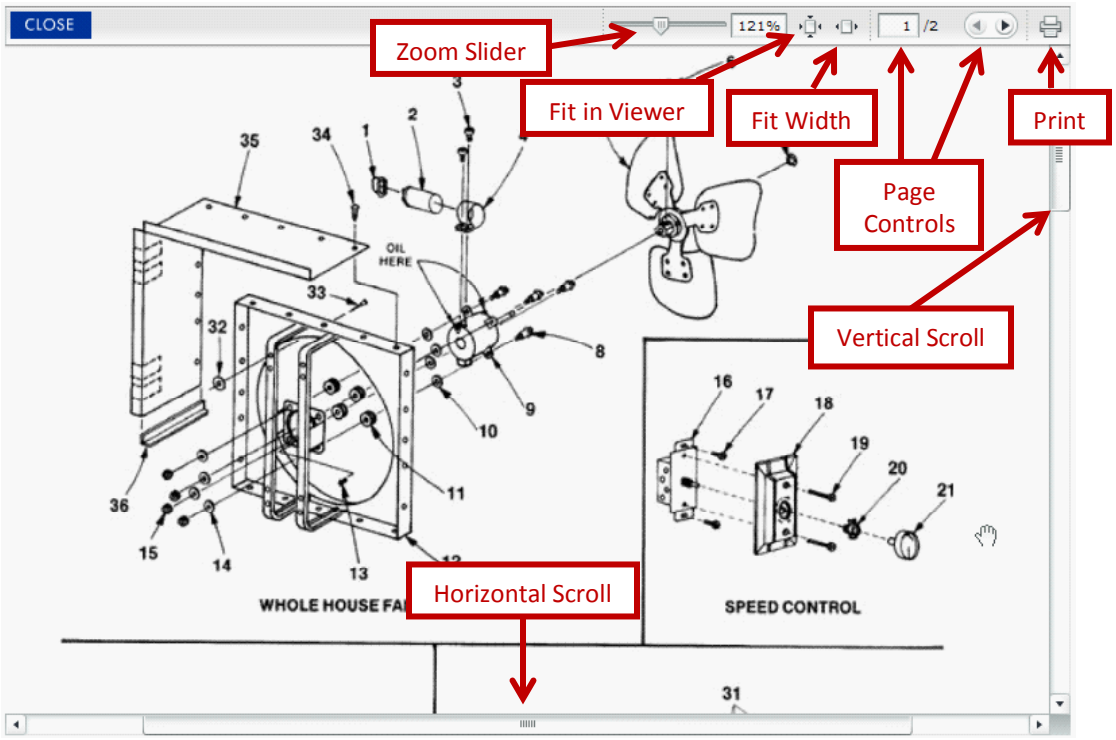
Some graphics or documents may be too large to be viewed within the screen. Many of these graphics have been converted to *FlashPaper* documents. FlashPaper is a program that allows you to control the size of a document for easier viewing.

Look at the example below. In this lesson you must view a large diagram in order to answer the quiz question. In this example, to view the diagram, you would click on the *DIAGRAM* link at the bottom of the screen.


LOCATING INFORMATION, LEVEL 5 - FINAL QUIZ
OVERVIEW
LEARNING
PRACTICE
QUIZ
HELP | SOUND
PAGE 6 of 16
LOCATING INFORMATION LEVEL 5 FINAL QUIZ
Click Diagram at the bottom of the page to view a diagram and parts list for a house fan.
Use this diagram and chart to select the best answer to the question.
In order to install the house fan shown on the attached diagram, what part should be oiled?
Adjuster
Control and Speed
Linkage and Rail
Motor
DIAGRAM
MENU | REPEAT | PREVIOUS | NEXT

© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

The diagram is displayed as a FlashPaper, shown below.



FlashPaper Controls

Flashpaper allows you to zoom in and out on the document or graphic, scroll horizontally and vertically to view more of the document, and to print the document.

Zoom: To zoom in or out, click on the slider in the tool bar at the top of the FlashPaper and drag it to the right to zoom in or enlarge the image. To make the document smaller, drag the slider to the left. Notice that the number in the percentage box changes as you zoom in and out.

Horizontal scroll: To scroll from right to left across the document, click and drag the scroll bar at the bottom of the FlashPaper to the section of the document you want to view.

Vertical scroll: To scroll up and down, click and drag the scroll bar on the right border of the FlashPaper up or down to the section you want to view.

Print: To print the FlashPaper document, click on the Print icon in the top right corner of the tool bar. FlashPaper will ask you to select the printer and allow you change the print settings as needed. **Note:** FlashPaper will print the document in its original size.

Fit Width: Clicking this icon resizes the document to fit the width of the FlashPaper viewer.

© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

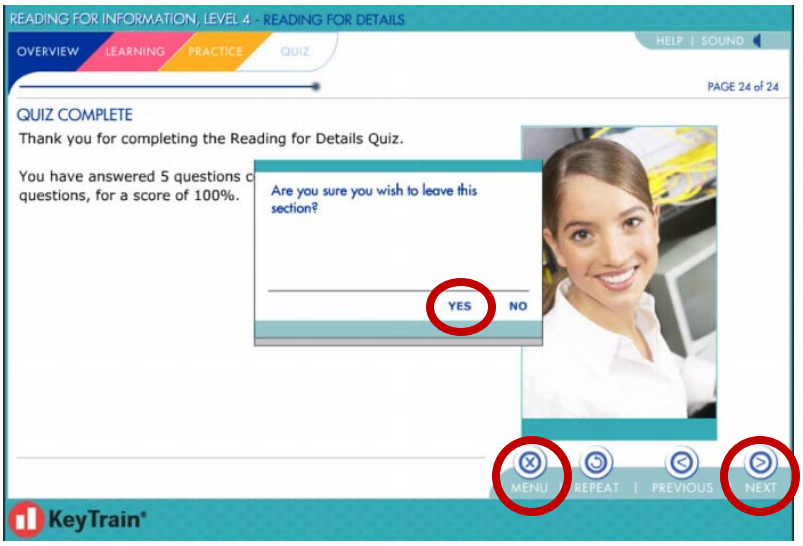
Fit in Viewer: Clicking this icon resizes the document so the entire document fits in the FlashPaper viewer.

Page Control: If the document is more than one page, the number of pages will show in the tool bar. To go to a page, click the right or left direction button in the page control or type the page number you wish to go to in the page number box.

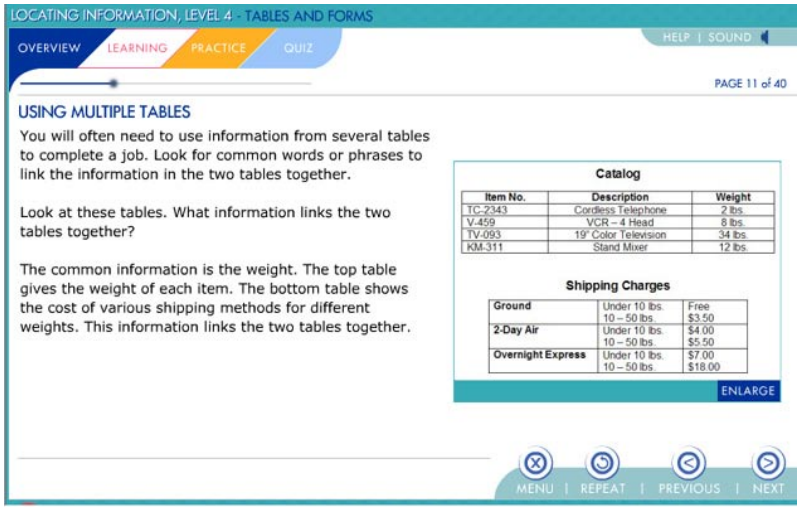
Close: To close the FlashPaper viewer, click on the Close button in the top left section of the tool bar.

How to Exit a KeyTrain Lesson

Most KeyTrain topic lessons end with a short topic quiz. When you finish the quiz and get your score, click on the **Menu** or **Next** navigation buttons to leave the topic. KeyTrain will prompt you to click *Yes* if you wish to leave the topic. Click *Yes* to return to the Topic Menu, where you can select another topic lesson to take or end your KeyTrain session by clicking on the **EXIT** link.



If you need to exit a topic lesson before you complete it, click on the **Menu** button. KeyTrain will ask you to confirm you wish to end the lesson. Click *Yes* to end the lesson and return to the Topic Menu.


LOCATING INFORMATION, LEVEL 4 - TABLES AND FORMS
OVERVIEW
LEARNING
PRACTICE
QUIZ
HELP | SOUND
PAGE 11 of 40
USING MULTIPLE TABLES
You will often need to use information from several tables to complete a job. Look for common words or phrases to link the information in the two tables together.
Look at these tables. What information links the two tables together?
The common information is the weight. The top table gives the weight of each item. The bottom table shows the cost of various shipping methods for different weights. This information links the two tables together.
Catalog
Item No. | Description | Weight
TC-2343 | Cordless Telephone | 2 lbs.
V-459 | VCR – 4 Head | 8 lbs.
TV-093 | 19" Color Television | 34 lbs.
KM-311 | Stand Mixer | 12 lbs.
Shipping Charges
Ground | Under 10 lbs. | Free
10 – 50 lbs. | $3.50
2-Day Air | Under 10 lbs. | $4.00
10 – 50 lbs. | $5.50
Overnight Express | Under 10 lbs. | $7.00
10 – 50 lbs. | $18.00
ENLARGE
MENU
REPEAT
PREVIOUS
NEXT

You should always use this procedure when exiting a KeyTrain lesson to ensure that your activity in the lesson is captured and you get credit for your work. *If you exit KeyTrain by closing your web browser before using the exit procedure, your lesson data may not be recorded.*

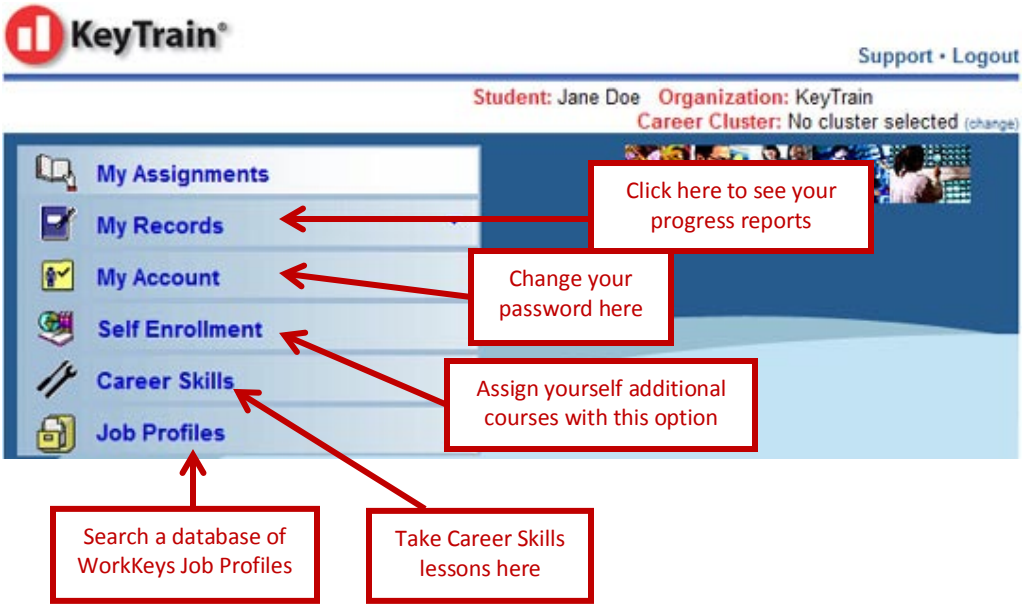
IMPORTANT!

Never exit a KeyTrain lesson by closing your Internet browser. If you do so, your session data may be lost.

© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

6. Student Menu Features

From the Student Menu, you can change your password, report on your progress in KeyTrain, enroll yourself in other KeyTrain courses, take Career Skills lessons and search the Job Profiles database.

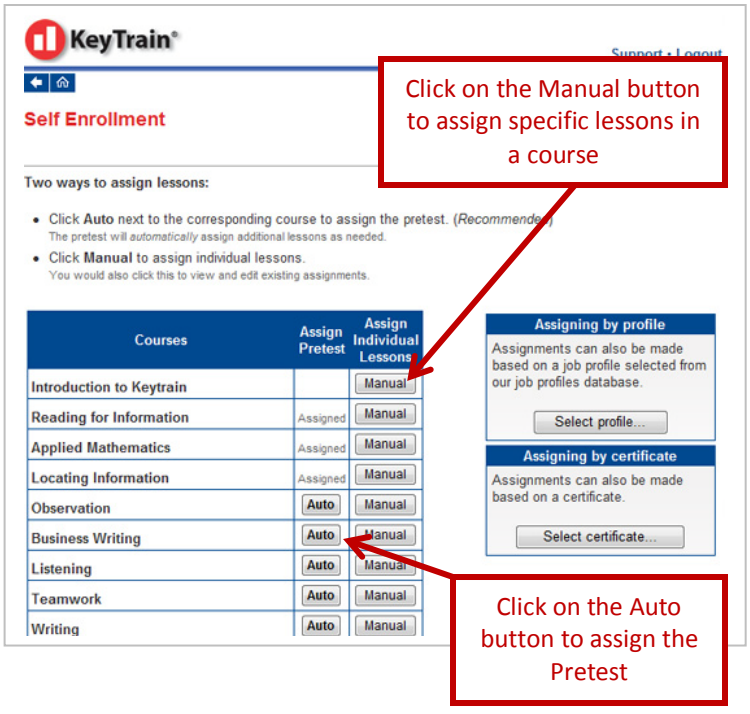


Self Enrollment

To enroll yourself in additional courses, click on **Self Enrollment** from the Student Menu. If your site allows students to self-enroll, the list of available courses will be shown.

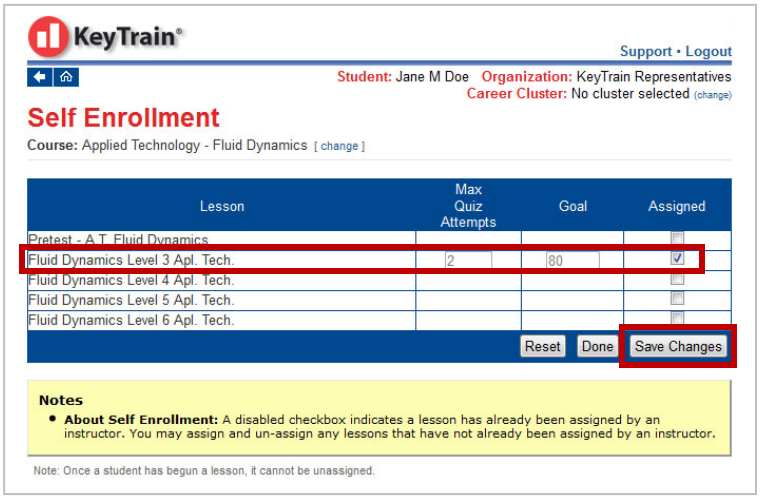
There are two basic ways to assign lessons to yourself – *Auto* and *Manual*. If you choose *Auto*, the pretest for the course will be automatically assigned. That is all you need to do. Go to **My Assignments** and take the pretest for the course. When you take the pretest, KeyTrain will automatically assign course lessons based on your pretest score. This is the recommended method for self-assigning lessons.

If you prefer to self assign lessons *manually*, you must select the lessons in each course you wish to take and choose among several lesson options.


KeyTrain
Self Enrollment
Two ways to assign lessons:
Click Auto next to the corresponding course to assign the pretest. (Recommended)
The pretest will automatically assign additional lessons as needed.
Click Manual to assign individual lessons.
You would also click this to view and edit existing assignments.
Courses
Assign Pretest
Assign Individual Lessons
Introduction to Keytrain
Reading for Information
Applied Mathematics
Locating Information
Observation
Business Writing
Listening
Teamwork
Writing
Assigned
Auto
Manual
Assigning by profile
Assignments can also be made based on a job profile selected from our job profiles database.
Select profile...
Assigning by certificate
Assignments can also be made based on a certificate.
Select certificate...
Click on the Manual button to assign specific lessons in a course
Click on the Auto button to assign the Pretest

© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

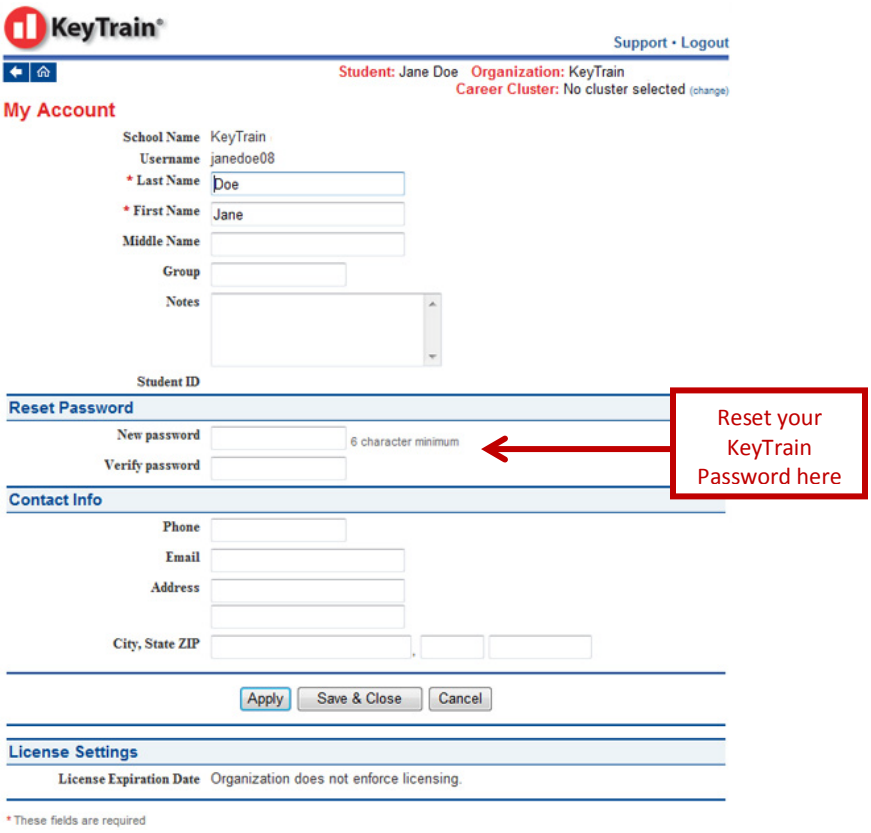
If you click on the *Manual* button for a course, a screen like this one will be displayed. Click to check the box for each lesson you want to take. Be sure to click the Save Changes button to complete the lesson assignment.


KeyTrain
Support • Logout
Student: Jane M Doe Organization: KeyTrain Representatives
Career Cluster: No cluster selected (change)
Self Enrollment
Course: Applied Technology - Fluid Dynamics [change]
Lesson
Max Quiz Attempts
Goal
Assigned
Pretest - A T Fluid Dynamics
Fluid Dynamics Level 3 Apl. Tech.
Fluid Dynamics Level 4 Apl. Tech.
Fluid Dynamics Level 5 Apl. Tech.
Fluid Dynamics Level 6 Apl. Tech.
Reset
Done
Save Changes
Notes
About Self Enrollment: A disabled checkbox indicates a lesson has already been assigned by an instructor. You may assign and un-assign any lessons that have not already been assigned by an instructor.
Note: Once a student has begun a lesson, it cannot be unassigned.

This lesson will now show in the course listing on your *My Assignments* course list.

Changing Your Password

To change your password or any of your personal information, such as email address, home address or phone number, click on *My Account* in the Student Menu. The following screen will appear.



This screen allows you to change your password and personal information. Notice the fields that are indicated by an asterisk (*) must be completed. To change your information, simply click in the field you want to change and enter the new information. For example, to change your password, click in the *Password* field and type in a new password (make sure you will remember it or write it down). You must verify the new password by typing it again in the *Verify Password*

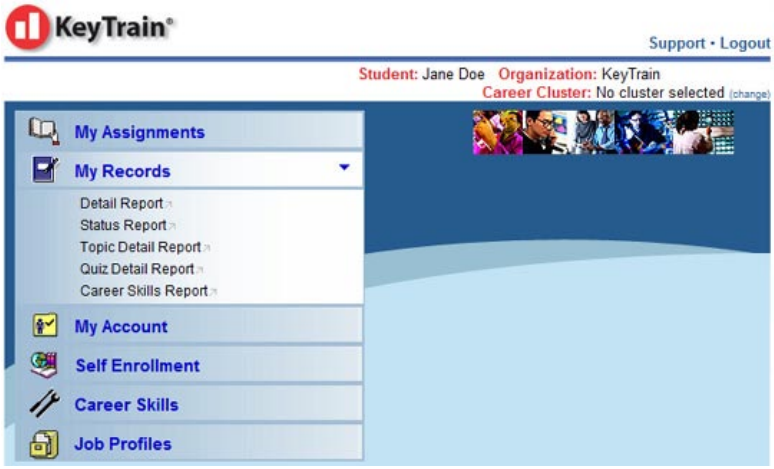
© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

field. To apply your changes, click the **Apply** button. Clicking the **Save & Close** button also saves your changes and returns you to the Student Menu.

Note: Your school or organization chooses whether or not to allow students to edit their own KeyTrain accounts. If you are unable to change your password, your site may not permit students to edit their own accounts.

Checking Your Records

Reports allow you to quickly check your progress in KeyTrain courses. You can look at reports online or print them if you are connected to a printer. Click on **My Records** and select a report.



There are five different reports available to students:

Status Report

The status report shows one line for each assigned course. The report shows the course goal (WorkKeys level), the pretest score, the current course level, whether or not the student has completed the course and the amount of time spent for each course.

Detail Report

The detail report shows one line for each lesson (e.g. Applied Math level 3) in an assigned course. The report shows the date of the last quiz attempt. The score shown for a tutorial lesson is the percent correct on the posttest for that lesson. For a pretest, the score is the highest level the student obtained on the pretest. The report also shows the amount of time you have spent working in each course.

The "A/O" column shows information on how the particular lesson was assigned. The codes are as follows:

A – Lesson **A**ssigned by administrator/instructor
O – Lesson **O**pen-enrolled (self-enrolled) by student
P – The **P**retest lesson was assigned by administrator with the "Let Pretest Assign Lessons" option on
T – Lesson that was automatically assigned by the Pre**T**est
EX – The student was **EX**empted from this lesson by the Pretest

© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

Topic Detail Report

The topic report gives feedback on your performance in each lesson topic, such as Reading for Information level 5, Understanding Acronyms. The score represents the percentage of lesson exercises you answered correctly on the first attempt. The Quiz score is the percentage correct on the Topic Quiz. The Topic Detail Report helps to diagnose specific topics you may be having trouble with.

Quiz Detail Report

The quiz detail report gives feedback on the pretest and posttest in each lesson. The report records the amount of time and test scores *for individual sessions by date*. The report shows the question serial number, your answer, and whether the answer was correct or not. Using the answer keys (available to administrators and instructors only), an administrator or instructor can show you the questions you missed and help you understand why your answer was incorrect.

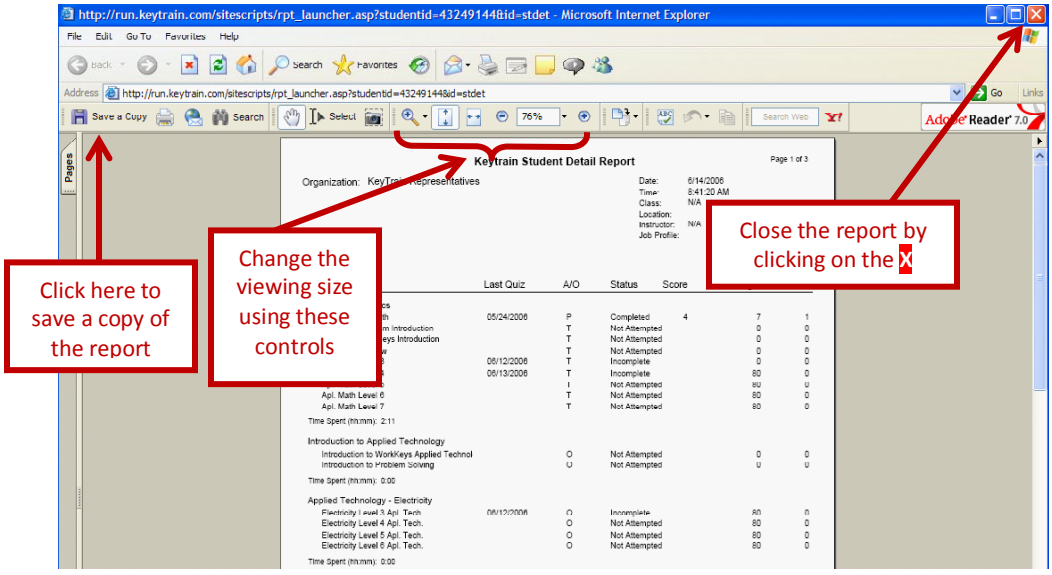
Career Skills Report

If your organization or school has licensed KeyTrain Career Skills, you can use this report to track your progress in the Career Skills lessons.

Note: Reports are viewed using Acrobat Reader. The report will open in a separate window.

To report on your assignments and your progress through the courses, click on the report name.

Here is a sample **Detail Report**. Notice that you may save the report as a file, print it, enlarge or minimize the window, and zoom in and out on the report.

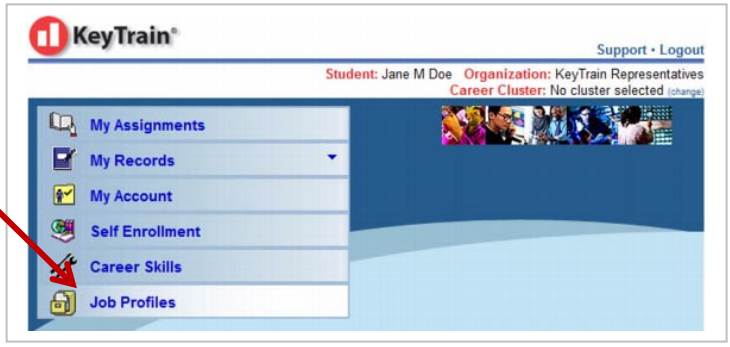

Click here to save a copy of the report
Change the viewing size using these controls
Close the report by clicking on the X
Keytrain Student Detail Report

© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

Close the report window by clicking on the X at the top right hand corner. This will return you to the Student Menu.

Searching the Job Profiles Database

To look at jobs in the database of WorkKeys Occupational Profiles, click on **Job Profiles** in the main menu.



The Job Profiles database search screen will be displayed. Using this search screen, you can see the WorkKeys skill level required for specific jobs and careers or search by your skill levels to find the jobs that best match your skills.

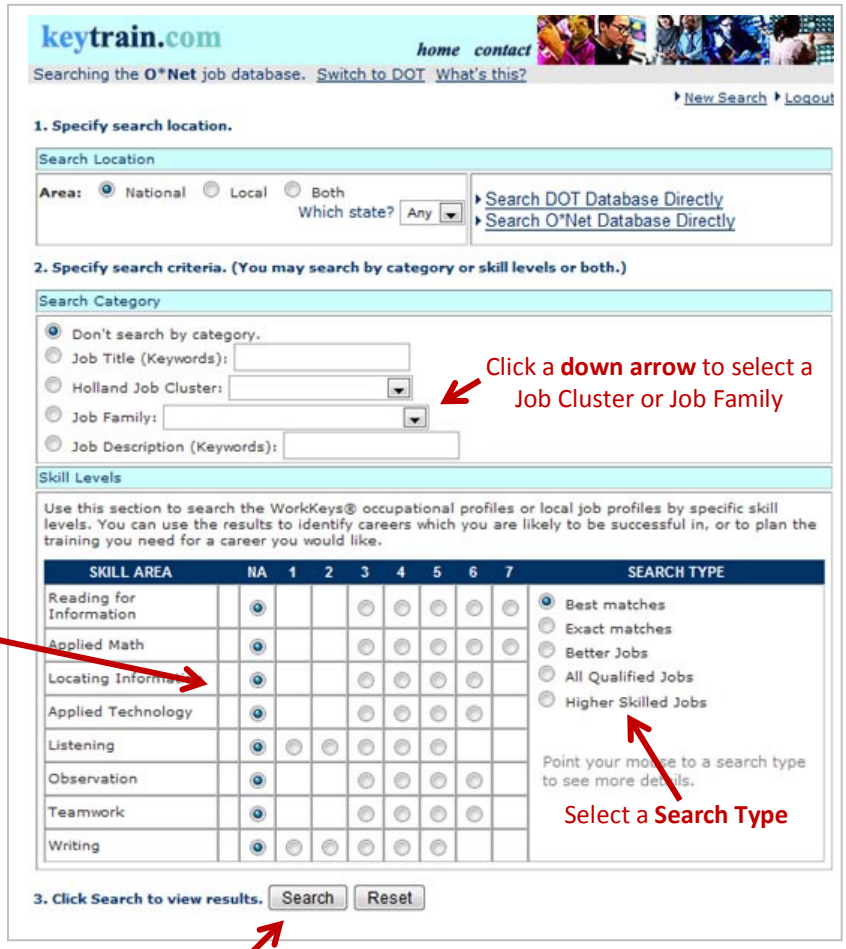
To search, follow these steps:

1. Set the search location to **National**.

2. Select a **Search Category**. Use the **Job Family** category to see jobs that are grouped under job families such as *Health Care*, *Construction and Maintenance*, *Computer and Information Specialties*, etc. Click on the down arrow to select a job family from the list.

3. If you have WorkKeys test scores, enter your test scores in the **Skill Levels** section.

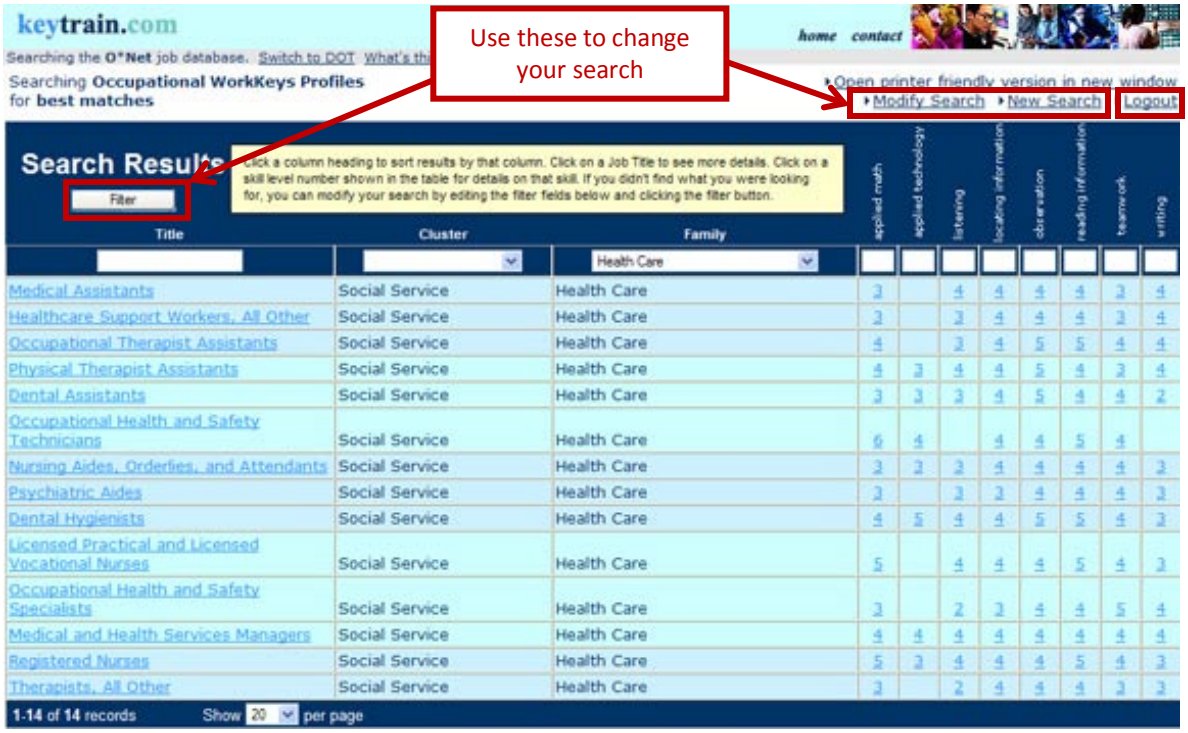
4. Select your **Search Type**. Use **Best matches** to find jobs your current skill levels qualify you for. Use **Higher Skilled Jobs** to find jobs whose skill level requirements are higher than you currently have. These will show jobs you can qualify for if you improve your WorkKeys skills.


keytrain.com
home contact
Searching the O*Net job database. Switch to DOT What's this?
New Search Logout
1. Specify search location.
Search Location
Area: National Local Both
Which state? Any
Search DOT Database Directly
Search O*Net Database Directly
2. Specify search criteria. (You may search by category or skill levels or both.)
Search Category
Don't search by category.
Job Title (Keywords):
Holland Job Cluster:
Job Family:
Job Description (Keywords):
Click a down arrow to select a Job Cluster or Job Family
Skill Levels
Use this section to search the WorkKeys® occupational profiles or local job profiles by specific skill levels. You can use the results to identify careers which you are likely to be successful in, or to plan the training you need for a career you would like.
SKILL AREA
NA 1 2 3 4 5 6 7
Reading for Information
Applied Math
Locating Information
Applied Technology
Listening
Observation
Teamwork
Writing
SEARCH TYPE
Best matches
Exact matches
Better Jobs
All Qualified Jobs
Higher Skilled Jobs
Point your mouse to a search type to see more details.
Select a Search Type
3. Click Search to view results.
Search
Reset

5. After making your search selections, click the **Search** button.

© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

A search results screen like the one below will appear. The search results depend on the criteria you used in your search.


keytrain.com
Use these to change your search
home contact
Searching the O*Net job database. Switch to DOT What's th
Searching Occupational WorkKeys Profiles for best matches
Open printer friendly version in new window
Modify Search New Search Logout
Search Results
Filter
Click a column heading to sort results by that column. Click on a Job Title to see more details. Click on a skill level number shown in the table for details on that skill. If you didn't find what you were looking for, you can modify your search by editing the filter fields below and clicking the filter button.
Title
Cluster
Family
Health Care
applied mathematics
applied technology
listening
locating information
observation
reading information
teamwork
writing
Medical Assistants Social Service Health Care 3 4 4 4 4 3 4
Healthcare Support Workers, All Other Social Service Health Care 3 3 4 4 4 3 4
Occupational Therapist Assistants Social Service Health Care 4 3 4 5 5 4 4
Physical Therapist Assistants Social Service Health Care 4 3 4 4 5 4 3 4
Dental Assistants Social Service Health Care 3 3 3 4 5 4 4 2
Occupational Health and Safety Technicians Social Service Health Care 6 4 4 4 5 4
Nursing Aides, Orderlies, and Attendants Social Service Health Care 3 3 3 4 4 4 4 3
Psychiatric Aides Social Service Health Care 3 3 3 4 4 4 3
Dental Hygienists Social Service Health Care 4 5 4 4 5 5 4 3
Licensed Practical and Licensed Vocational Nurses Social Service Health Care 5 4 4 4 5 4 3
Occupational Health and Safety Specialists Social Service Health Care 3 2 3 4 4 5 4
Medical and Health Services Managers Social Service Health Care 4 4 4 4 4 4 4 4
Registered Nurses Social Service Health Care 5 3 4 4 4 5 4 3
Therapists, All Other Social Service Health Care 3 2 4 4 4 3 3
1-14 of 14 records Show 20 per page

To learn more about an occupation, *click on the job title*. This will open a page that describes the job, shows the WorkKeys scores for the job and sample tasks that someone in the job would perform. Click on a number under the WorkKeys skill column to read a description of the skill and what the skill level means.

If you want to change your search, click on **Modify Search** or **New Search** at the top right corner of the screen. You can also change your search by using the **Filter** button. For example, if you want to change the Job Family from Health Care to another career area, click on the down arrow under the *Family* column and select a new job family. Then click the *Filter* button to see the search results for the new job family.

After completing your search click on the **Back Arrow** in your web browser until you return to your KeyTrain Main Menu.

How to Get KeyTrain Support

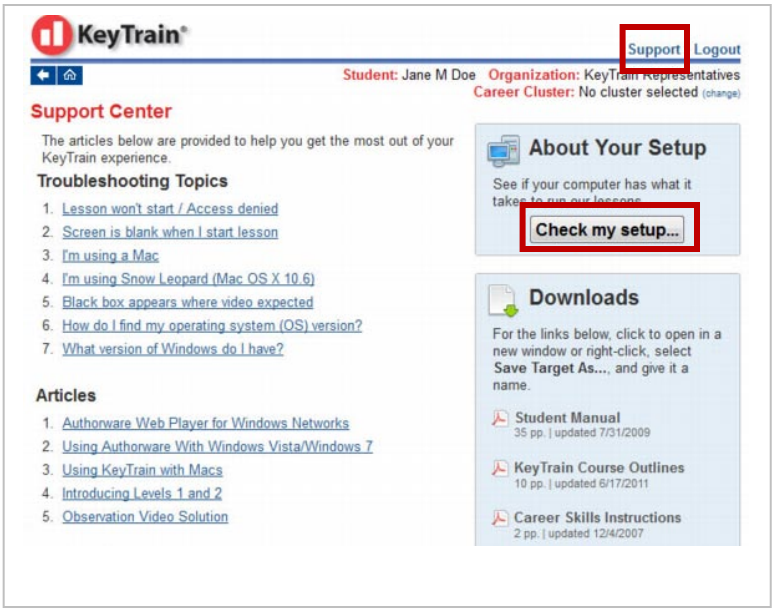
We have made every attempt to make this product as easy-to-use and error-free as possible. However, we recognize that there may be specific questions and technical issues that arise.

To access this manual online, find technical support or troubleshooting documents, or check your computer setup, click on **Support** at the top of the Student Menu screen.

You will see the following screen:

© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.

Click on a title to open a support document or check your computer setup by clicking the **Check my setup** button.


KeyTrain
Support
Logout
Student: Jane M Doe
Organization: KeyTrain Representatives
Career Cluster: No cluster selected (change)
Support Center
The articles below are provided to help you get the most out of your KeyTrain experience.
Troubleshooting Topics
1. Lesson won't start / Access denied
2. Screen is blank when I start lesson
3. I'm using a Mac
4. I'm using Snow Leopard (Mac OS X 10.6)
5. Black box appears where video expected
6. How do I find my operating system (OS) version?
7. What version of Windows do I have?
Articles
1. Authorware Web Player for Windows Networks
2. Using Authorware With Windows Vista/Windows 7
3. Using KeyTrain with Macs
4. Introducing Levels 1 and 2
5. Observation Video Solution
About Your Setup
See if your computer has what it takes to run our lessons
Check my setup...
Downloads
For the links below, click to open in a new window or right-click, select Save Target As..., and give it a name.
Student Manual
35 pp. | updated 7/31/2009
KeyTrain Course Outlines
10 pp. | updated 6/17/2011
Career Skills Instructions
2 pp. | updated 12/4/2007

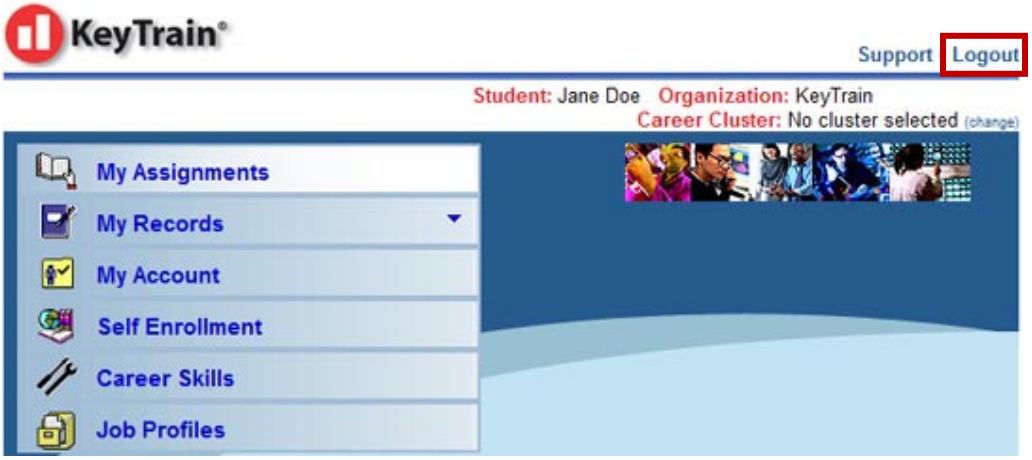
Before contacting Technical Support, please be sure that you have read this manual thoroughly and looked at the Troubleshooting Tips and other resources in the online Support page. Ask your school or company tech support staff for assistance.

If you are still experiencing a problem you have not been able to resolve, please contact Technical Support at (877) 842-6205 or e-mail support@keytrain.com. Please be sure to have a written record of the problem and any error messages you may have received.

If the problem is within a lesson, please write down the location in which the problem occurs. For example, *the screen freezes in Locating Information Level 3, Pie Charts, page 13.* If possible, please have a screen shot of the page the problem occurs on to help our support staff in troubleshooting problems.

7. Logging Out of KeyTrain

You can log off from your KeyTrain account by clicking on **Logout** at the top of the screen as shown in the example below.



When you click **Logout**, you will be returned to the KeyTrain Login screen. To leave the Login screen, select another web site to go to or close your browser.

© 2011 by ACT, Inc. KeyTrain is a registered trademark of ACT, Inc. For use by licensed KeyTrain users only.